

684012/12/07

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: **SURVEYOR**

DEFINITION

Under general direction, to perform professional field engineering work in the planning, organization, supervision, and review of the survey and land services of the Public Works Department; to perform the most difficult professional field engineering work requiring the application of precise surveying and field engineering knowledge and technique; and to do related work as required.

REPORTS TO: City Engineer

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Engineer. Exercises lead supervision over professional , para-professional and administrative support staff as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Examine preliminary construction project requirements; determine survey information necessary; assign projects to field survey crews; review completed notes and surveys.
- Assign and review the work of technicians engaged in the preparation and maintenance of land description and maps; review deed and survey findings to assist in determining limits of property right-of-ways and easements.
- Assign survey crews to establish line and grade markings for construction projects in coordination with contractor and inspection requests.
- Review land title records and surveys and prepare reports regarding ownership determination.
- Supervise and coordinate survey and mapping work performed by private firms; review completed work and approve invoices.
- Supervise the land development map checking operation and assist subordinates in decisions requiring independent judgment or complex calculations.
- Make determinations for the Planning Director regarding the status of individual parcels as to conformity to subdivision ordinance; initiate Certificate of Compliance or Notice of Violation and recommend remedial action to the City Attorney.
- Approve all legal descriptions for deeds, leases, quitclaims, easements, etc.
- Act as City Coordinator for County Property Records System.
- Respond to difficult citizens' inquiries and complaints.
- Assist in budget preparation and administration.
- Coordinate survey and land services with other City departments, divisions, and sections and with outside agencies.

- Supervise, train, and evaluate subordinate personnel.

QUALIFICATIONS

Knowledge of:

- Principles and practices of land surveying.
- Processes and principles for determining property boundaries.
- Legal descriptions and land title issues.
- Regulations governing land survey activities.
- Land survey equipment and instrumentation.
- Geographic Information Systems (GIS).
- Topographic survey processing software.
- Supervisory principles, practices and methods.

Ability to:

- Oversee and coordinate municipal land survey activities.
- Review and approve property descriptions, records of survey, and subdivision maps.
- Interpret and apply regulations and ordinances governing land subdivision/acquisition.
- Conduct field survey work and write/interpret legal descriptions.
- Ensure survey work is properly conducted and meets City/regulatory requirements.
- Provide technical advice regarding property and land survey issues/processes.
- Establish and maintain effective working relationships with staff, City departments, outside agencies, home/land owners, and the general public.
- Supervise, lead and delegate tasks and authority.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education Equivalent to completion of twelfth grade supplemented by the successful completion of recognized training in land surveying.

Experience Six years experience in field and office aspects of surveying and mapping.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Registration as Land Surveyor in the State of California

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Surveyor

TO: City Engineer